

# GARDNERVILLE TOWN BOARD

## Meeting Minutes

September 6, 2005

- Chairman Cook called the meeting to order at 4:30 p.m. The pledge of allegiance was led by Jerry Smith.

### PRESENT:

Thomas J. Cook, Chairman	Michael S. Rowe, Town Counsel
Michael W. Philips, Vice-Chairman	Jennifer Roman, JWA Consulting Engineers
Randall P. Slater	Jim Park, Town Manager
Jerry L. Smith	Jeff Summers, Maintenance Foreman
Paul A. Lindsay	Carol Louthan, Administrative Assistant

GUESTS: A list of those present is included in the file of the September 6, 2005 meeting.

- Approval of the Agenda

**Motion Smith/Philips to approve the agenda as written.**

Mr. Park noted there is one additional budget transfer that was not included in Board packets. It transfers the engineering fees for Minden from infrastructure to professional fees. Also, item 10, NRS 338 report is included as a loose handout because bids opened Friday and Board packets were already out.

**Upon call for the vote, motion carried unanimously.**

- **Approval of Previous Minutes**
  - **August 2, 2005 Board meeting**

**Motion Slater/Lindsay to approve the meeting minutes. Motion carried with Mike Philips abstaining since he was not present.**

- **Discuss Good News in Gardnerville**

Mr. Park reported there was an attaboy in the e-mail about Carol from Douglas County, so he printed it out for Board members.

- **Public Comment on Any Item Not on Tonight's Agenda-No Board Action**

No public comment.

### **CONSENT CALENDAR**

Consent items may be pulled at the request of Board Members wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed at beginning of the Administrative Agenda. All items shall include discussion and possible action.

- **Motion to approve consent calendar.**

### **TOWN DEPARTMENTS**

1. Accept Health and Sanitation Monthly Report  
**Accepted.**
2. Accept Public Works Monthly Report  
**Accepted.**
3. Accept Parks Department Monthly Report  
**Accepted.**
4. Approve an October 15 car show event at Heritage Park with the Valley Cruisers  
**Approved.**

### **CORRESPONDENCE**

5. Correspondence  
**Read and noted.**

### **TOWN MANAGER**

6. Approve Claims for August 2005  
**Approved.**
7. Approve budget transfers for August 2005

**Approved.**

8. Approve reimbursement to the Town of Minden for water quality engineering and design fees associated projects along the Martin Slough.

**Approved.**

9. Approve proposed updated Gardnerville Town Manager job description

**Approved.**

10. Accept a quarterly report per NRS 338 on alternative bidding

**Accepted.**

**Motion Lindsay/Smith to approve the consent calendar. Motion carried unanimously.**

## **ADMINISTRATIVE AGENDA**

### **IF ANY ITEMS WERE PULLED FROM THE CONSENT CALENDAR, THOSE ITEMS WILL BE HEARD AT THIS POINT**

#### **TOWN BOARD**

11. Annual Board refresher training in accordance with NRS 269.579 in planning and zoning and NRS 241 open meeting law

Mimi Moss, Douglas County Community Development explained that the Town Board is an advisory board to the County Commission. That sometimes causes difficulties. She went over the role of the Town Board in regard to design reviews, minor design reviews, etc. The plan for prosperity is a good example of moving forward with the County. They can look at implementing changes to the Code during the master plan review. They have talked about parking districts and signage. Hopefully the Gardnerville plan will incorporate the design features they would like to see downtown. The Hwy 395 corridor study is looking at ways to improve Hwy 395. They need to look at their plan and see how that ties into the Minden plan. With the Muller Parkway extension once the alternate route is there, people can use that other than 395. The Peri and Matley ranch are in a large receiving area. The talk has been Barton is looking at picking that up. There is a lot to look at in terms of future planning and development. The County is contracting with the same consultant as NDOT to update the transportation plan. Another question is what happens with the intersection of Pinenut, Riverview and 395? How does that get adjusted to work properly? That will have to occur with development. That is the north end of the Muller Parkway extension.

Mr. Rowe asked what is the projected time frame for the completion of the first leg of Muller Parkway?

Ms. Moss answered the first leg will probably be completed in the next four or five months. It is really not a bypass. It is an alternate route to get around town. The Gardnerville part of the route will move forward when the receiving area comes forward with development. The County is setting aside \$500,000 a year to pay for the section of roadway between Park/Anker and Buckeye. Zerolene will change with Park/Anker. That will be another way out of the north end of Gardnerville. They will have Muller Parkway at Riverview, Virginia Ranch Road, the signal that enters into the subdivision of Virginia Ranch, Stodick Parkway, Toler and it will keep on going up with the connections to 395.

Mr. Rowe went over the changes previously discussed for the benefit of Mr. Philips. Changes discussed were: SB421 making it official the public body record meetings on audio tape or have it transcribed by a certified court reporter; SB83 the notice requirement for a person who is the subject of a closed personnel session; SB 267 provides an absolute privilege to each member of a public body for any statement made during the course of a meeting. They also extended that to any witness who makes a statement to the public body that is in good faith; changes to the agenda requirements to state on the agenda the name of any person to be considered during a closed meeting; ability to enter into a nondisclosure or confidentiality agreement with anybody that will be appearing before the Board; the requirement to provide all supporting material given to Board members to any person requesting the material; closed meeting requirements and noticing; eminent domain hearings need to be open, noticed and comments taken.

Mr. Slater asked about the County's personnel policy on disciplinary action for a specific offense for a town's employee. Wouldn't that be held at the County level?

Mr. Rowe responded the Town is the immediate employer. The Town by contract has agreed with the County that they would administer all personnel matters. That contract specifies personnel issues are determined according to the County's ordinance. If that is a mandatory action, then it would have to be taken by the employer, which would be the Town. There could be a conflict with what the Town is contractually obligated to do and what the Town would like to do in a situation. The changes from the legislature will be printed later this year.

12. Discussion and possible action regarding the 10-year update of the Douglas County Master Plan

Mr. Cook advised in Board packets is the letter that is going to the planning department of all the things the Town would like to see included in the master plan. He asked about the parcel of land next to Gilman zoned Service Industrial.

Discussion on the service industrial zoning on the parcel near Chichester, the parcel in Chichester designated to be used for RV parking.

Discussion on retention and detention ponds, how they could be made to serve a dual purpose along with flood water retention.

Mr. Park mentioned the need for affordable housing, and losing the ability for the next generation to live in Douglas County.

Ms. Moss handed out an agenda and information that will be provided at the meeting tomorrow night. They have a general agenda and will add to it as they go through it. There have been about 60 to 100 people per meeting. The Board will get copies of the comments made by the public at the meeting.

13. Discussion and possible action to provide direction to staff on design elements proposed for the NDOT Landscape and Aesthetics plan for the US 395 corridor

Mr. Park advised NDOT is working on a plan for the 395 corridor. All the towns and cities along Hwy 395 have been asked to participate. It is the Town's chance to include things they would like to see. The draft plan handed out is coming from past town board comments, the plan for prosperity and meetings with property owners. He believes the Town needs flexibility and to advocate pedestrian and vehicular safety. Other things to include would be aesthetics and beautification. He talked with Carson City at length on how their medians came to be. There are unique issues in every community. The first page of the handout is a snapshot of some of the things that have been coming out of the CAC meetings. Town gateways are indicated in blue, blue slashes are crosswalks, red dots are future traffic signals, blue dots are public art features. On Douglas Avenue he has included a place to direct traffic and a place for landscaping.

Chairman Cook explained they were considering going down the highway with landscaping and he thought the biggest problem is not through the entire town, but at the curve at Douglas & Hwy 395 and Toler & Hwy 395. He felt they should make Douglas Avenue one way coming out onto the highway. Design something in the middle of the highway by Toler, and the crosswalk going from Mission across Hwy 395 towards the liquor store consolidate entrance and exits.

Mr. Slater disagreed with Mr. Cook and felt the intersections are not the problem, but all the driveways coming out on Hwy 395.

Mr. Park pointed out one page shows the existing design and the others are conceptual. They need to work towards consolidating drive accesses, and reduce the entrances and exits on and off Hwy 395. He will make sure the breaks are shown on the conceptual drawings. They need to have these concepts included in the master plan. An element they need to include within the discussions with NDOT is they are trying to get the high school street extension. If they could get the buses off that would help.

Mr. Slater thought they needed to give this top priority and get the drawing out to NDOT.

Chairman Cook recommended working with the business or property owners from the town office to Church Street about how they can consolidate these driveways.

Mrs. Roman felt one of the benefits of limiting accesses is snow removal. It gives them more room to leave snow.

Chairman Cook would like to get it submitted, show detail breaks at intersections and don't worry about driveways. He would like to see a light at Mill Street and make right turns coming out of driveways. Be sure this item is on the agenda each month.

14. Discussion and possible action on Resolution 2005R-067, a resolution augmenting the Town of Gardnerville Fiscal Year 2005-2006 budget

Mr. Park explained this resolution brings forward unspent money from last year and brings it into this year. The

total is \$30,728.00 that is being brought forward. In December they will bring forward another augmentation for any remaining money from last year.

**Motion Lindsay/Philips to approve and adopt Resolution 2005R-067 to move the amount of \$30,728 forward to the next fiscal year.**

No public comment.

**Motion carried unanimously.**

**TOWN ENGINEER**

15. Accept Town Engineer's monthly report of activities

Mrs. Roman asked if there were any questions about the report in packets? The contractor met with the county about the chip seal. They proceeded to test the materials they placed. It was found that the materials met with the specifications and the contractor believes he doesn't need to do any additional work. Jeff Foltz is taking another view. It is still under discussion. The application rate would be harder to prove that they were out of spec.

Mr. Smith asked about the Toiyabe sidewalk punchlist and the grass problems?

Mrs. Roman advised there are some additional property owners with complaints. The contractor has been working with a landscaper. He has been going through on a regular basis and has been able to tell if it was the contractor's fault or the fault of the owner not watering. They will be cutting things off.

16. Accept a report on the town comprehensive storm water plan

Mrs. Roman has been working on this plan for a while. One of the issues has been they pulled all the information from the record drawings that they were able to find and a lot of those drawings were done from different benchmarks. The County provided the Town with some new aerial survey information. They provided one-foot contours throughout the Town. They have taken all the information and are in the process of raising and lowering them so they have a common benchmark. This map shows roughly where everything drains. There are 27 watersheds within the Town. The biggest areas with problems are Douglas at the north end by the cemetery and the Hwy 395 south area.

Mr. Slater asked if there is any way they can turn the retention or detention ponds into attractive utilities and can they start looking in that direction?

Mrs. Roman answered yes. That is more of a design issue. Jim and she are looking at that for Virginia Ranch and Anker Park. Hellwinkel, there will be some pedestrian and recreational opportunities along the slough through there. It will take a little more land. She needs to research the NRS requirements because she has seen other areas that are not fenced.

Mr. Park mentioned they need to proceed to look at a storm water utility.

17. Discussion and possible action on to award request for bids, Bid No. 2005-05, Asphalt Patching

Mrs. Roman handed out a staff report. The patching on Toiyabe and Village Way had been included as part of the 2005 paving project. The goal is to get this project out and constructed, do any concrete work this fall so that next spring when they bid the paving they are only doing overlays. They budgeted about \$80,000 for patching. The estimated cost was under \$100,000 so NRS lets you solicit bids from three contractors. They put the contract documents together and faxed a solicitation notice to four contractors and received two bids. Opened bids last Friday, September 2<sup>nd</sup>. The low bidder is Wilson Construction with a total bid of \$87,687.00 which is relatively close to what they budgeted. Recommendation is to award the patching contract to Wilson Construction for \$87,687.00.

**Motion Slater/Smith to award contract 2005-05 to Wilson Construction in the amount of \$87,687.00.**

No public comment.

**Motion carried unanimously.**

**TOWN MAINTENANCE FOREMAN**

18. Accept Town Maintenance Foreman's monthly report of activities

Mr. Summers reported it has been a productive month with all the new help. They have been painting stop bars, parks are fertilized and sprayed, streets were sprayed again. They have marked off 160 new parking spaces. They made the spaces 24 foot on Gilman and the other streets 22 feet.

**TOWN ATTORNEY**

19. Accept Town Attorney Monthly Report of Activities

Mr. Rowe has been monitoring the Dressler litigation. The tail end of the medium term financing papers were reviewed, signed and sent in. For the October meeting he will not be here.

**TOWN MANAGER**

20. Accept Town Manager's monthly report of activities

Mr. Park can answer any questions on the written report. He had a breakfast meeting with Dan Holler. They talked about the Hwy 395 medians, the parking district and getting the ordinance put through to give both town boards the opportunity to proceed. Dan asked for a revised scope of work for the economic study. He will be talking with the County Commissions about getting the Town a check for \$25,000. On the 16<sup>th</sup> he is getting together with the chairmen and vice-chairmen of the three Town Boards and members of the County Commission. On the 12<sup>th</sup> town managers, hopefully GID managers, Mimi, Carl and Dan will be getting together on how you do projects and inspections.

21. Accept an update on the Hellwinkel Ranch project

Mr. Park reported Jennifer, Kent Neddenriep, Keith Rueben and himself met with Richard Gebhart (Army Corp of Engineers) last week. He didn't have a big issue with it. He is basically the only Corp of Engineer person in Nevada. The project is on track. He sent the information up to state historical preservation. They are six to 12 months out. He has not talked with Roy yet.

**Motion Smith/Philips to adjourn at 7:30 p.m. Motion carried unanimously.**

Respectfully Submitted,

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Thomas J. Cook  
Chairman

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Jim Park  
Clerk to the Board